

**CAAC Meeting Minutes**  
**August 25, 2020**

**Voting Representatives Present (via Zoom):** Rebecca Gomez, John Koshel, Paul Wagner, Laura Hollengreen, Chrissy Lieberman, Cindy Rankin, John Pollard, Deanna Fitzgerald, James Hunt, Mark Blair (for Keith Swisher), Chris Tisch, Amy Kimme Hea, Maggie Pitts, Jim Baygents, Kim Jones, John Ehiri, Pam Perry, Iliana Reyes, Pamela Reed, Mike Staten

**Additional Representatives Present:** Greg Heileman, Stephanie Carlson, Liz Sandoval, Alex Underwood, Cynthia Demetriou

**Absent (without proxy):** Terri Warholak, Holly Bender

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**I. Call to Order-** Chair, John Koshel called the meeting to order at 11:03 AM.

**II. Approval of May 19, 2020 Meeting Minutes**

Motion was made to approve the minutes. The motion was seconded and approved.

**III. Consent Agenda**

- a. Emphasis – PhD Geography: Urban Planning (SBS and CAPLA; new)
- b. Emphasis – Master of Engineering: Robotics and Automation (Engineering; new)
- c. Emphasis – Non-Thesis MS: Health & Pharmaceutical Outcomes (HPO) (Pharmacy; new)

There were no objections to consent agenda. All programs approved.

**IV. Updates and Discussion**

- a. 2020-2021 CAAC plans and discussion
- b. Vice-Chair: nominations and voting
  - Laura Hollengreen voiced interest in the Vice Chair position. There was a brief overview of position duties. No other parties expressed interest. Motion was made to endorse Laura as a Vice Chair, the motion was seconded and approved. Vote was taken and confirmed with 12 votes.
  - There was a previous conversation amongst committee members about splitting larger group into review committees. A new addition to the bylaws or policies and procedures was presented by Chair of Committee regarding new program proposals. Confirmed that this addition will not contradict any other already existing bylaws. Amy had done a survey to learn who would serve on which committee or both. It was determined that most members would serve on both committees - undergrad and grad if there were two. The two subcommittees would help get through proposal review sooner. It was agreed that this addition will go into policies and procedures and not bylaws.
- c. Formal and informal meetings
  - Informal meetings were taking place weekly and the formal meetings were once a month. There was a suggestion that the formal meetings take place twice a month instead. The provost also suggested that CAAC solely meet more with its voting representatives.
  - There were thoughts shared by Chair about how the subcommittees should operate, it is open for discussion.
  - Group decided to consider meeting formally two times a month for 1.5 hours and still have the informal meetings which would also be a good time for breakouts so subcommittees could discuss proposals.

- d. Program proposal review committees
- Two CAAC's are still preferred, undergraduate and graduate
  - Amy recommended that perhaps every first part of the 1.5-hour meetings could be contributed to proposals
  - John plans to meet with Provost to learn more
  - Vice Provost, Greg Heileman explained that Provost is trying to reduce the amount of duplicate work that the faculty committees are doing to thus shorten the review process.
  - There was discussion about the foci at each committee and agreed upon that simultaneous review is helpful

## V. Academic Program Proposals, Policies, and Procedures

- a. Graduate Certificate in Human Rights and Technology (Bill Simmons; SBS; new)  
Discussions have shown interest in this area. This will be a fully online program. It is the first of its kind. This is a 15-credit certificate, developed in partnership with the ISchool in SBS.  
Motion made to approve, motion was seconded and approved.
- b. BA in Human Rights Practice (Bill Simmons; SBS; new)  
36 credits, 21 upper division units required. Builds off pedagogy included in graduate program which involves video conference and guest lectures from around the world as well as project learning in an online environment. Have worked with UA ONLN to develop framework and meeting with them next week to talk about budgetary issues. It will be first fully online BA in Human Rights in the US.  
Motion was made to approve, motion was seconded and approved.
- c. BS in Applied Biotechnology (Samantha Orchard, Matt Jenks, Patricia Stock, & Pat Sparks; CALS; new)  
Proposing a major and minor. Three units are working together - School of Plant Sciences, Department of Nutritional Sciences, School of Animal and Comparative Biomedical Sciences. It is a student serving program: it is an applied science, practical career focused, and prepares students for advanced studies as well as aligns with UA Strategic Plan. Three emphasis: 1) Industrial Plant and Microbial Biotechnology, 2) Food and Beverage Fermentation, 3) Applied Biotechnology.  
Motion made to approve, motion seconded and approved.
- d. BA in Fashion Industry Science & Technology (Charlette Padilla & Elizabeth Heuisler; CALS; new)  
Student demand prompted proposal, the minor existed for 10 years and has continued to grow. Will emphasize science and technology. It is an online major so will be flexible and extendable to wider population. They are seeking accreditation.  
Motion made to approve, motion was seconded and approved.
- e. BAS in Early Childhood (Paul Wagner, Laurie Seder, Eric Mapp; CAST; new)  
Move a current, existing subplan to a new standalone BAS degree. Done with/in direct consultation with College of Ed and CAST to support a different teaching population.  
Motion was made to approve, motion seconded and approved.

## VI. Open Discussion

- a. Setup of Review Committees
- John shared what is in 10-day review and has uploaded it into the Box folder. The list also includes which colleges should be involved in reviewing proposals.
- b. Discussion of the first days of the Fall 2020 Semester
- Global students are asking for different due dates, assignments, and textbooks as well as hearing that VoiceThread is not conducive to global learning, so the instructor is being asked to overhaul teaching/learning materials. Vice Provost, Greg Heileman, asked Laura Hollengreen to follow up with Roger Miesfeld.

- Jim Baygents shared that one of the buildings was locked for an in-person class and another classroom did not have any cleaning supplies in it as promised. They did get someone in facilities to open the door and they also reached out to them about the cleaning supplies.
- John Koshel shared that some students in an in person, non-essential class showed up to the classroom because they do not have good internet, so some professors allowed them to stay. Alex, Registrar, added that the classrooms may not be clean but there are tents that have Wi-Fi and power on campus. The Registrar is also looking at certain classrooms being designated as open for students to use for online classes but not until Stage 2.
- Deanna Fitzgerald asked if classes could move up to the next Stage if they are in a centrally scheduled classroom and are ready to move on. Alex is worried about the classroom cleanliness because the university is not moving onto Stage 2 just yet. There was some discussion about the issue with Greg Heileman and Alex Underwood.
- Liesl Folks, Provost, is committed to giving faculty a week's notice which is why she asked the president yesterday whether we are moving on to Stage 2 next week. She wrote a draft announcement that is with Communications. The President has stated that when we move onto the next stage, it will be announced in his weekly briefing. Greg and Liesl communicated to the President's Office that they would like a week's notice to inform faculty.
- Alex explained that class notes were used to inform all about the on ramp. Dates had been included but now removed; the meeting patterns of classes have not been updated. There is a help guide online. The modification to the language happened last night.
- Pam Perry asked about next year's planning for getting courses approved for icourses. Alex said that anything that is not for fall and not an icourse can go into the system and request what they need. Open scheduling ended over the weekend and Alex will look over what was submitted. He would like to have a discussion to get guidance on how updates and changes might be implemented. New icourses for main campus are the only types of classes the Registrar's Office is asking for Associate Dean's permission for. He also shared that pushing open scheduling back will not be helpful and have cut back the review cycle by a month already.

## **VII. Meeting Adjournment**

Meeting adjourned at 1:00 p.m.

*Respectfully submitted by Liz Sandoval*